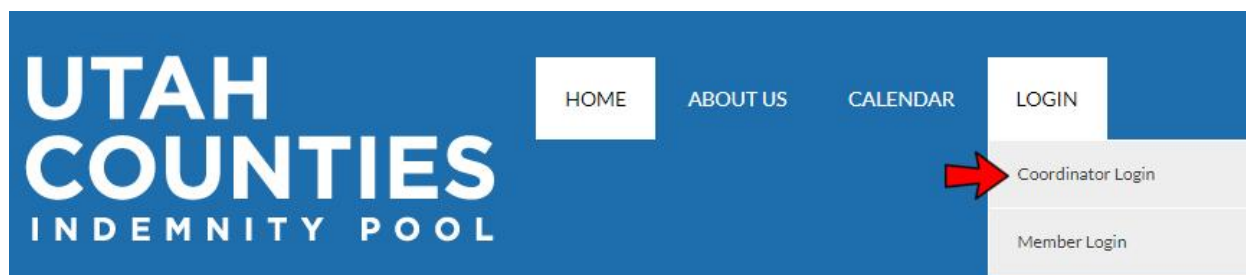


# UTAH COUNTIES INDEMNITY POOL

## REPORTING CLAIMS THROUGH WCF

### Logging In

Go to UCIP's website, <http://ucip.utah.gov>, and navigate to the LOGIN tab at the top of the screen. A drop-down menu will appear; select Coordinator Login.



You will be directed to a new page, asking you to select your County or entity. Please keep in mind that, in the following screengrabs, we will use Beaver County as an example.

### Membership Login

Beaver County  
Box Elder County  
Daggett County  
Davis County  
Duchesne County  
Emery County  
Garfield County  
Iron County  
Juab County  
Kane County  
Millard County



Morgan County  
Piute County  
Rich County  
San Juan County  
Sanpete County  
Sevier County  
Uintah County  
Wasatch County  
Washington County  
Wayne County  
Weber County

Box Elder Redevelopment Agency  
Canyon Land County Improvement District  
Central Utah Public Health Department  
Duchesne/Wasatch Bluebench Landfill  
Five County Association of Governments  
Juab Special Service Fire District  
Kane County Recreation & Transportation Special Service District  
Piute Special Service District #1  
San Juan Transportation Special Service District  
Seven County Infrastructure Coalition  
Southeastern Utah District Health Department  
Southwest Utah Public Health Department  
TriCounty Health Department  
Wasatch County Health Department  
Wasatch County Parks & Recreation Special Service District #21  
Wasatch County Solid Waste Disposal District  
Wasatch County Special Service Area #1  
Wasatch County Special Service District #9  
Washington County/St. George Interlocal Agency  
Weber Human Services  
Weber-Morgan Health Department

## Your UCIP Page

Once you are logged in, you will have a number of options available to you. Select the final option, “Workers Compensation Fund”.

### Protected: Beaver County

LOGOUT

[Coverage Placement](#)

[Governance Documents](#)

[Report a Loss](#)

[Request a Certificate](#)

[Risk Coordinator Manual](#)

[Risk Management and Training Resources](#)

[Schedules](#)

[Workers Compensation Fund](#) 

This will open a page giving you a list of options for interacting with WCF. As indicated below, you will click on “Report a Claim”; this will redirect you to the WCF claims website.

### Protected: Workers Compensation Fund Beaver County

LOGOUT

#### WORKERS COMPENSATION FUND RESOURCES

[ASK A SAFETY CONSULTANT](#)

[PAYROLL AUDIT](#)

[REPORT A CLAIM](#) 

[REQUEST A CERTIFICATE](#)

[TRAINING RESOURCES](#)

[VIEW YOUR POLICY](#)

[WCF WEBSITE](#)

#### CONTACT YOUR WCF REPRESENTATIVE:

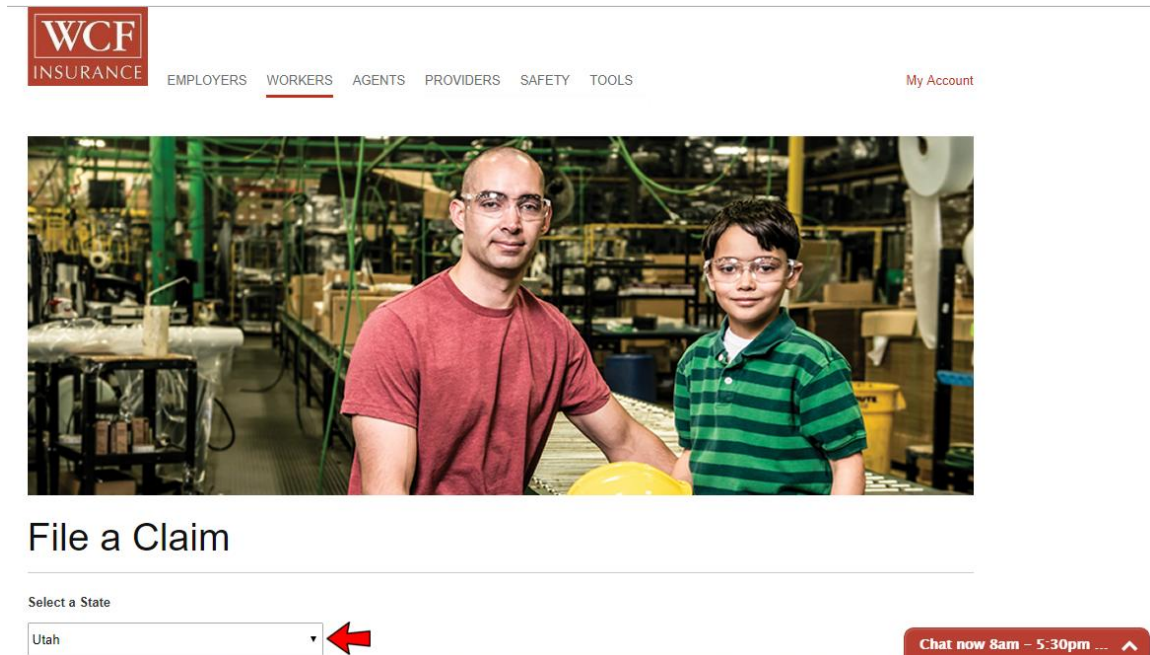
Calob Johnston (Marketing) [cjohnston@wcf.com](mailto:cjohnston@wcf.com), (435) 652-5002

Julz Kolar (Claims) [jkolar@wcf.com](mailto:jkolar@wcf.com) (435) 652-5007

Tom Chism (Safety) [tchism@wcf.com](mailto:tchism@wcf.com) (801) 783-7408

## Redirection to WCF

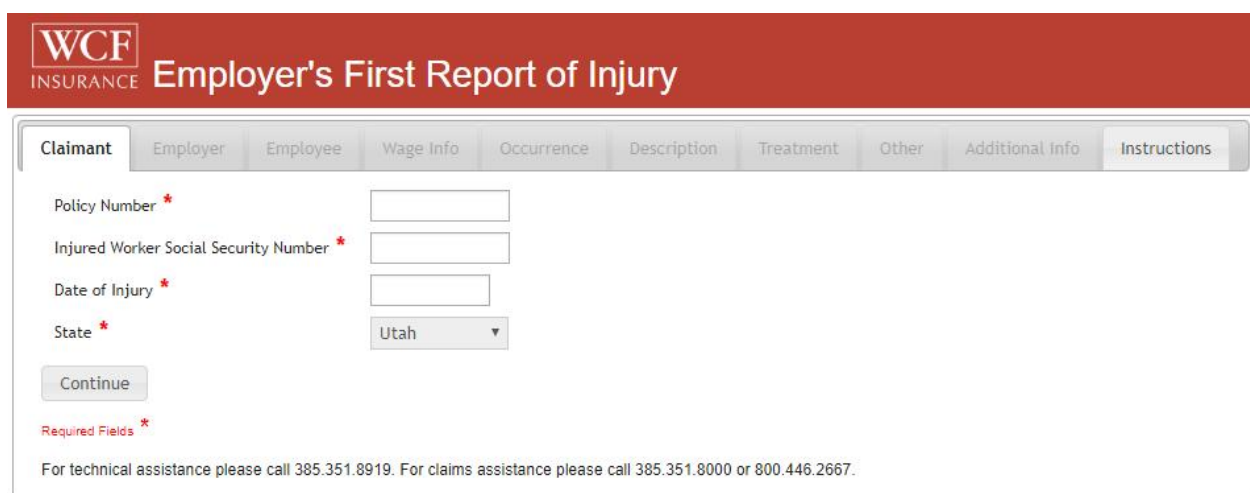
At the bottom of the WCF landing page is a drop-down menu to select your state. Please select Utah to move to the next page.



The image shows the WCF Insurance landing page. At the top left is the WCF Insurance logo. To its right is a navigation menu with links: EMPLOYERS, WORKERS (which is underlined), AGENTS, PROVIDERS, SAFETY, and TOOLS. Further right is a link for 'My Account'. Below the navigation menu is a large photograph of a man and a young boy in a workshop setting. The man is wearing a red t-shirt and safety glasses, and the boy is wearing a green and white striped polo shirt and safety glasses. Below the photograph is the text 'File a Claim'. Underneath this is a 'Select a State' dropdown menu with 'Utah' selected. A red arrow points to the dropdown arrow. To the right of the dropdown menu is a red button that says 'Chat now 8am - 5:30pm ...' with an upward arrow icon.

## Filing Your Claim

You will now land on the initial page to file a claim. Please note that you will need your organization's Policy Number and the injured worker's Social Security Number to file a claim.



The image shows the 'Employer's First Report of Injury' form on the WCF Insurance website. The form has a red header with the WCF Insurance logo and the title 'Employer's First Report of Injury'. Below the header is a tabbed interface with tabs for: Claimant, Employer, Employee, Wage Info, Occurrence, Description, Treatment, Other, Additional Info, and Instructions. The 'Claimant' tab is selected. The form contains the following fields: 'Policy Number \*' with a text input box, 'Injured Worker Social Security Number \*' with a text input box, 'Date of Injury \*' with a text input box, and 'State \*' with a dropdown menu showing 'Utah'. Below these fields is a 'Continue' button. At the bottom of the form, there is a red asterisk and the text 'Required Fields \*'. At the very bottom, there is a line of text: 'For technical assistance please call 385.351.8919. For claims assistance please call 385.351.8000 or 800.446.2667.'

From here, please follow WCF's onscreen instructions to complete your claim.